REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDS/OC-034

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
Cable Traffic Analysis Report (CATRAN)		X	STATISTICAL
			NARRATIVE
		X	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL
	LOGISTICS	SECURITY	OTHER (specify)
	MEDICAL	FINANCE	1 *COMMUNICATIONS*

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
4 (Separate 1 (Master)& Sections)	Monthly	2 + 2 work cys. & Master retained

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer print-out	X YES / NO	IF YES GIVE ADP PROCESSING NO. 055	Per OC-SCD

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OC-SCD/SOB/SS	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12	$6.82		64		$436.48		12/year		$5,237.76

JCS-input costs: $2,713.75

B. COSTS OF COMPUTER PRODUCED REPORTS

131 pages x 1 x .05 x 12	78.60
245 pages x 4 x .03 x 12	352.80
TOTAL COSTS PER YEAR	$5,669.16

876

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

CATRAN provides the mechanism for reporting _____ cable statistics on a world 25X1 wide basis. It provides a management tool for determining staffing & equipping of each _____ facility and reflects the amount of work done _____ A necessary 25X1 and useful item also used as the basis of other management reports.
Report was originated in 1960-1 by OC-T/SOB.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
X RETAIN AS IS / OTHER (explain)	MAN-HOURS	DOLLARS
CHANGE		25X1
DISCONTINUE		

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
2 October 1970		

FORM 142

Classification